

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB00-40

Date: September 14, 2000  
Expiration Date: 06/30/01  
69:140:cg:4113

TO: LOCAL WORKFORCE INVESTMENT AREAS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WID STAFF

SUBJECT: MIS USER GROUP MEETING ON OCTOBER 2-3, 2000

The purpose of this information bulletin is to announce the Management Information System (MIS) User Group meeting scheduled for October 2-3, 2000. A draft agenda, training overview, and registration form are attached.

The meeting will be held at the San Diego Marriott Hotel and Marina located at 333 West Harbor Drive, San Diego, California 92101. Special hotel rates are available until September 25, 2000, and may be obtained by calling the hotel directly at (619) 234-1500. Please ask for reservations and mention the "EDD-MIS Meeting" room block. Be prepared to give your credit card number to guarantee the special single or double room rate of \$84, plus a 10.5 percent room tax. Check-in time is 4 p.m.; checkout time is 11 a.m.

Cloud 9 Shuttle offers a rate of \$5.50 per person each way from the San Diego International Airport. Reservations for the shuttle are only needed when leaving the hotel for the airport. Cloud 9 Shuttle can be contacted at (800) 974-8885 or at [www.cloud9shuttle.com](http://www.cloud9shuttle.com).

On-site parking is available to hotel guests at a charge of \$12 per day for self-parking and \$18 per day for valet parking. Driving directions to the hotel are as follows:

From the San Diego International Airport:

From the airport terminals, exit the parking area and turn left on Harbor Drive. Continue on Harbor Drive approximately 2.5 miles (approximately 10 minutes). The San Diego Marriott Hotel and Marina will be on the right.

If you plan to attend this meeting, please complete the attached registration form (*Attachment 3*), and fax it to the JTA Help Desk at (916) 654-9586 no later than 4 p.m. Monday, September 25, 2000. Due to space limitations, only **two representatives** from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available.

We look forward to seeing you in San Diego. If you have any questions regarding the meeting, please contact Annette Wolfgang, Manager, JTA Customer Support Unit, at (916) 654-9600.

/S/ BILL BURKE  
Chief

Attachments

# MANAGEMENT INFORMATION SYSTEM (MIS) USER GROUP MEETING

San Diego Marriott Hotel and Marina  
333 West Harbor Drive  
San Diego, California  
October 2-3, 2000

## Agenda

Monday, October 2, 2000

9:00 a.m. – 10:00 a.m.	Registration	
10:00 a.m. – 10:15 a.m.	Opening Remarks	Annette Wolfgang, Workforce Investment Division (WID)
10:15 a.m. – 10:45 a.m.	JTA Update	Kristen Cooper, Information Systems Division (ISD)
10:45 a.m. – 11:00 a.m.	ETPL Update	Deb Johnson and Liz Clingman, WID
11:00 a.m. – 11:15 a.m.	WtW Amendments	Lynora Sisk, Program Development and Management Division (PDMD)
11:15 a.m. – 11:45 a.m.	WIA Participant Reporting	Cindy Hobart and Annette Wolfgang, WID
11:45 a.m. – 1:00 p.m.	LUNCH on your own	
1:00 p.m. – 1:30 p.m.	WIA Client Forms Update	Cindy Hobart, WID
1:30 p.m. - 2:00 p.m.	WIA Financial Reporting	Dave Rexius, WID
2:00 p.m. – 2:45 p.m.	WIA Performance Update	Liz Clingman, WID
2:45 p.m. – 3:00 p.m.	BREAK	
3:00 p.m. – 4:00 p.m.	Break-out Sessions	Timeshares—Annette Wolfgang, WID Standalones—Kristen Cooper, ISD
4:00 p.m. – 5:00 p.m.	Open Forum Closing Remarks	Annette Wolfgang, WID

## MIS User Group Meeting (continued)

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Tuesday, October 3, 2000

8:00 a.m. – 10 a.m.	WIA Client Forms	Room 1	Michelle Haakenson and Rick Record, WID
	WIA Financial Training	Room 2	Don MacMillan and April Grimm, WID
	WtW Financial/ Participant Reporting	Room 3	Ed Flores, Tristyn Schmidt, and Cheron Dudley, WID
	JTPA Closeout	Room 4	Dave Rexius and Deb Shepherd, WID
10:00 a.m. – 10:15 a.m.	BREAK		
10:15 a.m. – 12:15 p.m.	New MIS Administrator Overview	Room 1	Deb Johnson and Mike Ogden, WID
	WIA Financial Training	Room 2	Don MacMillan and April Grimm, WID
	WIA Client Tracking/ Outcomes	Room 3	Cindy Hobart and Roberta Blagg, WID
	JTPA Closeout	Room 4	Dave Rexius and Deb Shepherd, WID
12:15 p.m. – 1:30 p.m.	LUNCH on your own		
1:30 p.m.– 3:30 p.m.	New MIS Administrator Overview	Room 1	Deb Johnson and Mike Ogden, WID
	WIA Client Tracking/ Outcomes	Room 2	Cindy Hobart and Roberta Blagg, WID
	WIA Client Forms	Room 3	Michelle Haakenson and Rick Record, WID
	WtW Financial/ Participant Reporting	Room 4	Ed Flores, Tristyn Schmidt, and Cheron Dudley, WID

## **TRAINING OVERVIEW**

October 2-3, 2000

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### **WIA Client Forms Session**

This workshop will be a condensed version of the one-day Workforce Investment Act (WIA) Participant Reporting Forums that the Local Training Response Unit has been conducting throughout California. Information will be provided regarding how to complete the client forms highlights/changes to the new forms, and their relevance to the WIA program. This workshop is strictly focused on the hard copy forms completion and will not entail data key entry.

### **WIA Financial Training Session**

This workshop is designed to provide a high level review of the financial process associated with the implementation of the WIA program.

### **Welfare-to-Work (WtW) Financial/Participant Reporting Session**

On the financial side, the discussion will focus on the changes to the WtW expenditure reporting. On the participant side, this session will consist of a detailed discussion of the new fields added to capture eligibility under the amendments and the checklist used to ensure compliance with Department of Labor (DOL) requirements. The WtW performance issues may also be addressed.

### **Job Training Partnership Act (JTPA) Closeout**

This workshop is designed to provide users with instructions on what needs to be submitted in their final closeout package for the JTPA program.

### **New MIS Administrator Overview Session**

This session will be an overview of the Job Training Automation (JTA) system screens and programs available to the new MIS Administrator. There will also be time for an open forum to discuss issues and address questions pertaining to the JTA system.

### **WIA Client Tracking/Outcomes**

This session will be an overview of participant reporting as it relates to performance and DOL requirements. We will provide the local areas with information on how we are going to collect the data, match it against the base wage file, obtain supplemental data, and report to DOL each quarter. This will include details on what groups will be measured and the measures that will be reported to DOL each quarter, as well as the process for collecting the data and the timing issues.

**REGISTRATION FORM**

MIS User Group Meeting, October 2-3, 2000

**Please fax this form to the Workforce Investment Division at (916) 654-9586.****Attention: Automation Customer Support**

Deadline date for meeting registration is 4 p.m. Monday, September 25, 2000. Hotel reservations must be made directly with the hotel.

**NOTE:** Due to space limitations, we can only guarantee that **two representatives** from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available.

Name \_\_\_\_\_

Title \_\_\_\_\_

LWIA/Subgrantee \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

Check One:

- ☐ I will be attending as one of the two guaranteed spaces  
☐ Please add me onto the space available listing

Check the second day sessions that you wish to attend (one per time frame):

<input type="checkbox"/>	WIA Client Forms	8 a.m. - 10 a.m.
<input type="checkbox"/>	WIA Financial Training	8 a.m. - 10 a.m.
<input type="checkbox"/>	WtW Financial/Participant Reporting	8 a.m. - 10 a.m.
<input type="checkbox"/>	JTPA Closeout	8 a.m. - 10 a.m.
<input type="checkbox"/>	New MIS Administrator Overview	10:15 a.m. - 12:15 p.m.
<input type="checkbox"/>	WIA Financial Training	10:15 a.m. - 12:15 p.m.
<input type="checkbox"/>	WIA Client Tracking/Outcomes	10:15 a.m. - 12:15 p.m.
<input type="checkbox"/>	JTPA Closeout	10:15 a.m. - 12:15 p.m.
<input type="checkbox"/>	New MIS Administrator Overview	1:30 p.m. - 3:30 p.m.
<input type="checkbox"/>	WIA Client Tracking/Outcomes	1:30 p.m. - 3:30 p.m.
<input type="checkbox"/>	WIA Client Forms	1:30 p.m. - 3:30 p.m.
<input type="checkbox"/>	WtW Financial/Participant Reporting	1:30 p.m. - 3:30 p.m.